



Georgia Department of Driver Services

2206 East View Parkway • Conyers, Georgia 30013

Sonny Perdue
Governor

Gregory C. Dozier
Commissioner

November 3, 2009

Dear Risk Reduction Program Owners and Directors:

I would like to take this opportunity to not only thank the programs that submit their assessment rosters and fees to the Department in a timely manner, but also remind the few programs that are delinquent each month of how the Regulatory Compliance Division processes and handles these cases.

In accordance with O.C.G.A. § 40-5-83(e), programs must pay to the State \$22 for each offender assessed. Pursuant to Ga. Admin. Comp. Ch. 375-5-6-.14(3)(l) and 375-5-6-.27, these assessment fees are due to the Department by the tenth calendar day of the month, along with assessment rosters.

If assessment rosters and fees are not received by the tenth calendar day of the month, the Department will mail the program a late notice which expressly details the potential consequences of delinquent payments.

If the delinquent assessment rosters and fees still have not been received by the first business day of the following month, the program shall be subject to an administrative fine, in accordance with O.C.G.A. § 40-5-88 and Ga. Admin. Comp. Ch. 375-5-6-.29(3). The administrative fine for a first violation shall be \$300, and shall increase in increments of \$100 for each violation thereafter.

Please be advised that September *and* October assessment fees must be received by 5:00 p.m. on December 1, 2009. Thereafter, the Department shall impose administrative fines in strict accordance with the procedure previously outlined.

Pursuant to the Georgia Administrative Procedure Act, programs have a right to appeal an administrative fine by filing a written request for an administrative hearing within 10 days of receipt of the notice. If the Department does not receive a written hearing request with ten (10) days, your rights to an appeal and hearing shall be considered waived.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact me.

Michael B. Mitchell, Director
Regulatory Compliance Division

cc: Kecia Bivins
Jodie McLeod

www.dds.ga.gov